## SPRING FINANCE WORKSHOP

March 19, 2014

Department of Public Instruction School Financial Services Team

#### Karen Kucharz Robbe

## \*NEW\* SFS DATA WAREHOUSE DEMONSTRATION

#### Dan Bush

## FUND 27 AND SPECIAL ED UPDATES

#### SENATE BILL 271

- Allows privately contracted special education substitutes & aides for categorical aid
- Effective for next year's aid...
- ...which means effective for this year's costs
- Coded to 27E-436000-370-011
  - Detail will be updated in PI-1505-SE

## NEW FUND 27 MATRIX COMING SOON

- IDEA projects restricted to IDEA allowables
- New projects for Title I extended school year
- Some functions deleted (e.g. 251000)
- Some summary functions replaced with detail (e.g. 231500 & 231700 for 230000)
- Non-SPED instruction restricted to salary/benefits for IEP development/training
- Indirect cost transfers and grant revenue transits restricted to grant projects
- Effective 7/1/2014 for FY 2015

## NEW SPECIALIZED TRANSPORTATION EXCEPTION

- A pupil without IEP-documented transportation needs may ride an aidable or IDEA-funded specialized transportation route if:
  - Picked up and dropped off at same location as student with IEP transportation needs
  - Doesn't displace a pupil with IEP needs
  - Doesn't increase cost of or capacity needed for route
- Must be documented by district, supportable to the auditor—not monitored/approved by DPI
- Exception doesn't include a pupil accompanying rider as specified in rider's IEP (e.g. peer mentor)—this is already allowed

#### MEDICAID PAYMENT CODING

- Problem: Unpredictable payment timing wreaking havoc with districts' MOE
- Solution:
  - SBS interim claim payments coded to Fund 27, source 780
  - MAC and cost settlement payments coded to <u>Fund 10</u>, source 780
  - Prior year reconciliation payments coded to Fund 10, source 780
  - Current year repayments coded to 27E-492000-971-019
  - Prior year recoupments coded to 10E-492000-971
- Updated doc on <u>WUFAR Issues & Examples</u>

#### POINTS OF EMPHASIS

- Special Ed Student" ≠ "Needs Specialized Transportation"
- Flat rate base of special education open enrollment is Fund 10 expense/revenue
  - Only specific additional special education costs are coded to Fund 27
- Function 436000 is for contracted instruction;
   pupil services coded to respective functions

#### **Bruce Anderson**

#### COMMUNITY SERVICE FUND 80





#### **Current law limits the levy authority**

- The levy limit is the same for FY 14 & FY 15
- The levy limit expires after 2014-15

#### 2013 Act 46 amended the levy limitation:

- 2011 Fund 80 levy if more than the 2012 levy; and
- Less than \$1,000,000.

To exceed this levy limit, requires the district to hold a referendum

#### COMMUNITY SERVICE FUND -

## 6

#### The impact of Act 20 and Act 46:

The "characteristics of community service activities" are the "criteria" used to describe Fund 80 expenditures.

Annual meeting budget summary must include planned information on Fund 80 expenditures

#### Posting/reporting requirements:

- District's website
- 10 days to complete DPI's Fund 80 Survey
- DPI will post on its website
- DPI reports to Legislature by December 1, 2014

http://sfs.dpi.wi.gov/community-service-fund-limits-and-reporting-requirements-under-2013-wisconsin-act-20





The new criteria is the prior law general guidance.

The Fund 80 survey requires a description aligning Fund 80 levy expenditures to DPI's criteria.

http://sfs.dpi.wi.gov/sfs\_comm\_serv\_fund\_info

Fund 80 activities must be consistent with the criteria. Disputes are handled locally.

Seek legal counsel regarding information or the interpretation of questions.



#### **Two Key Questions:**

- Is it open to everyone in the community? (age appropriate)
- 2. Are all costs directly related to the Community Service Program?

#### **Two Important Considerations:**

- 1. Is the program outside the usual instructional timeframe?
- 2. Is it fee supported?







#### Programs/Activities worth reviewing:

- Expenditures for the welfare of and safety of pupils and staff involved with K-12 instructional programs.
  - Security services Police School Liaison Officer
- Costs for district-wide administration and support services.
- Custodian, and other building and site maintenance costs.
- Utility costs.
- The activity takes place during of the usual K-12 instructional and extracurricular time periods.
  - Senior Tax Exchange Program (STEP)





#### Final Key Question to Ask:

- If the program in Fund 80 ended, would some costs shift to Fund 10?
  - Custodial costs: If Fund 80 program ended, would there be a reduction in custodial hours?
    - If YES, then appropriate for Fund 80.
  - Utilities: Would utilities be reduced if the program ended, or shifted to Fund 10?
    - If **REDUCED**, then appropriate for Fund 80.

#### Karen Kucharz Robbe

## SHARED COSTS REVIEW

#### INPUTS FOR SHARED COST

**General Fund (10)** 

Debt Service Funds (38 & 39)

**Capital Projects Fund (41)** 

(only certain aidable expenditures as determined by DPI)

Plus, a few extra items.

Equal Aid calc uses prior-year data.

## SHARED COST "WORKING" DEFINITION

Expenditures that are funded by Taxes (Source 210),
General Aid (Source 620),
or Fund Balance.

(Equalization, Intra-District, Inter-District, Special Adjustment, High Poverty Aids)

#### FUND 10 NON-DEDUCTIBLE RECEIPTS

- Taxes-Src 210 (includes levy 211, chargebacks 212, mobile home fees 213, TIF closeouts 219)
- Computer Aid-Src 691
- General State Aid-Src 620 (includes High Poverty Aid)
- Property Tax and Equalization Aid Refund-Src 972
- Impact Aid Non-Deductible (DPI-computed amount)
- Reorganization Settlement-Src 850
- Long Term Operational Borrowing-Src 873, 874

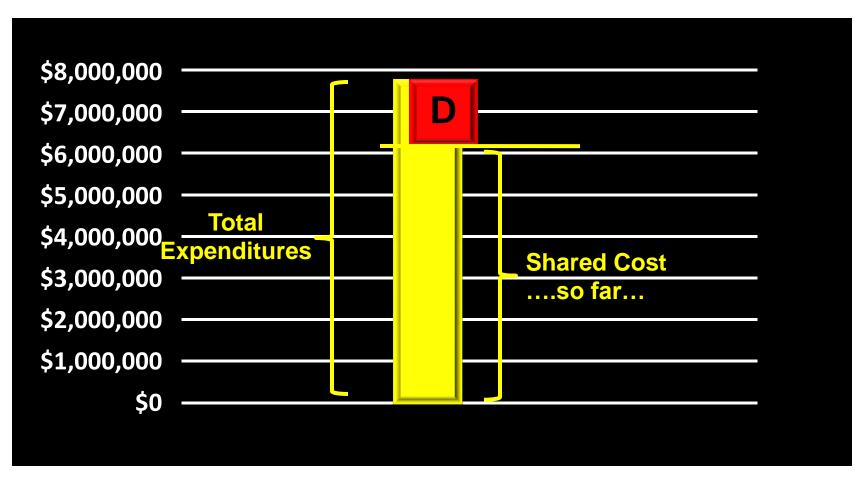
→ Clearly-defined, finite list.

## FUND 10 DEDUCTIBLE RECEIPTS

- All State and Federal Grant Revenues
- Categorical Aids
- Tuition Revenue
- Earnings on Investments
- Gate Receipts
- Fees & Fines
- Federal and State Aid Transits
- E-Rate Refunds
- Etc.

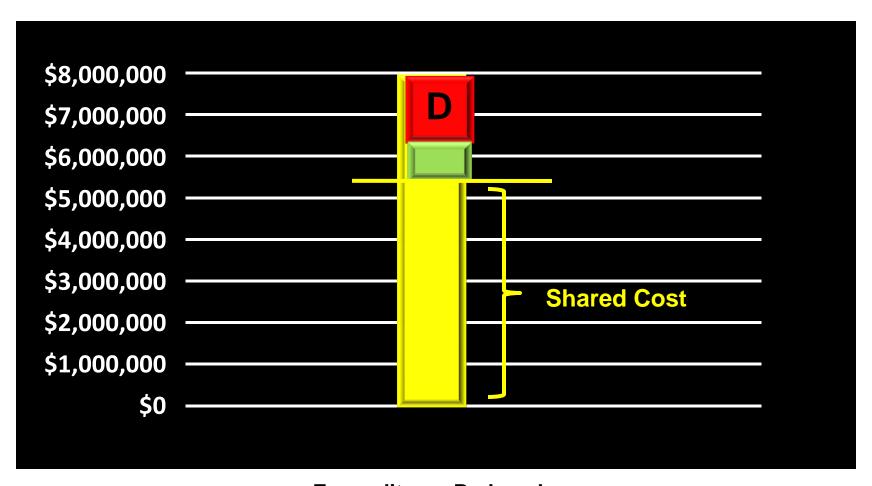
(not an exhaustive list)

## FUND 10 DEDUCTIBLE RECEIPTS REDUCE TOTAL EXPENDITURES (LINE C6)



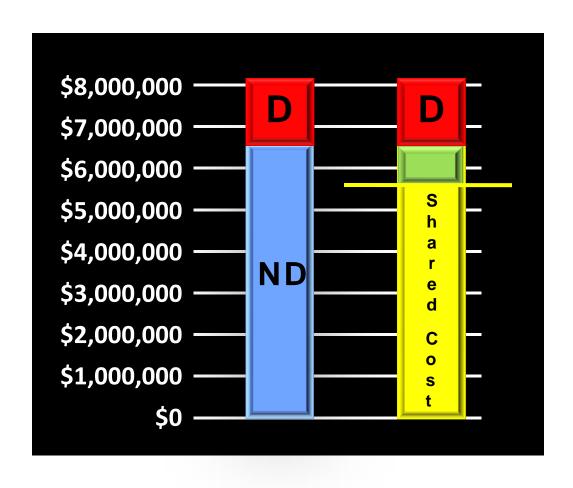
Expenditures Reduced by Deductible Receipts

#### FUND 10 SHARED COST



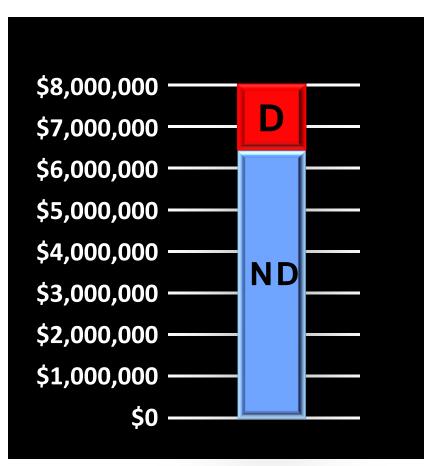
**Expenditures Reduced by Additional Adjustments** 

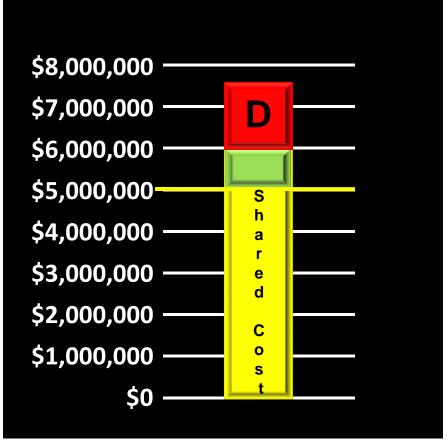
## EFFECT ON SHARED COST DEPENDS ON WHAT CHANGES AND BY HOW MUCH



\* ALL THINGS BEING EQUAL

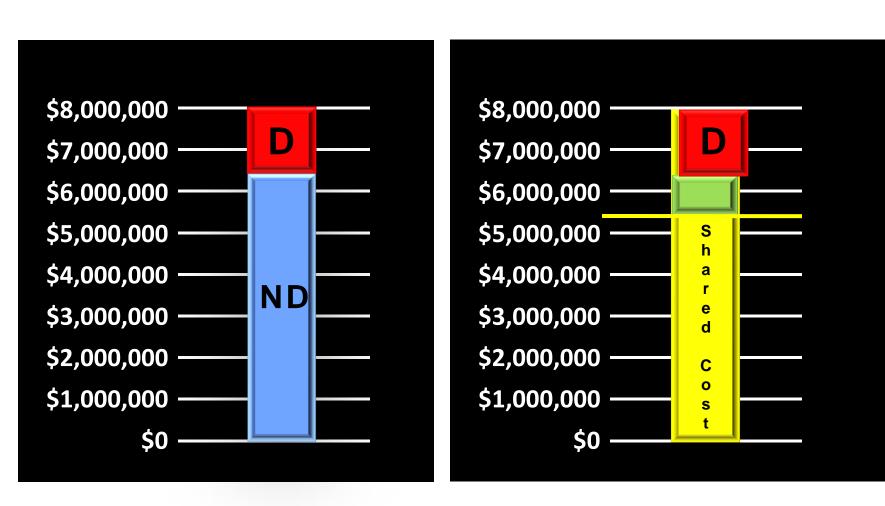
#### FUND 10 SCENARIO #1





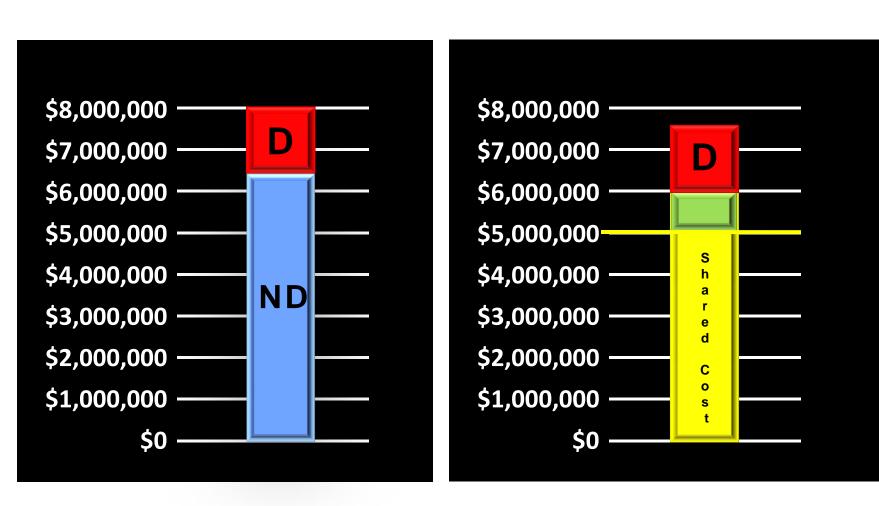
#1: Revenues remain unchanged. Expenses are increased.

#### FUND 10 SCENARIO #1 EXPLAINED



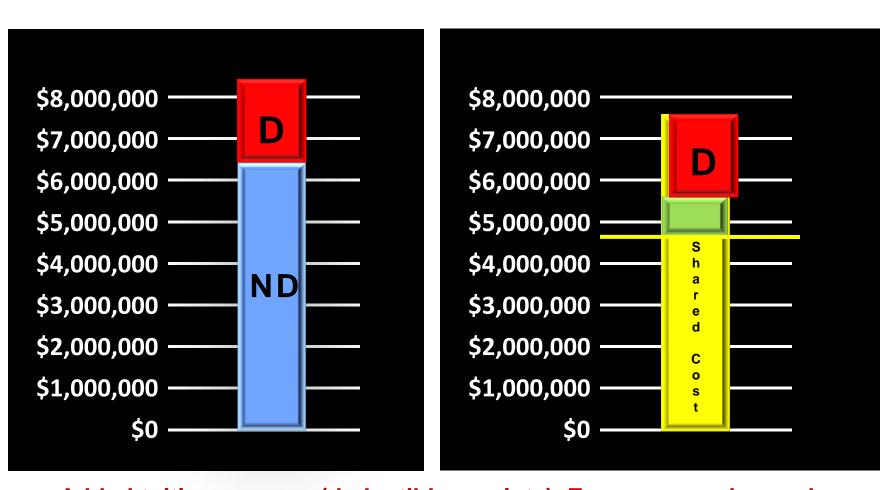
All revenues unchanged. Expenses increased. Shared cost increases.

#### FUND 10 SCENARIO #2



Scenario #2: Add tuition revenue. Expenses unchanged.

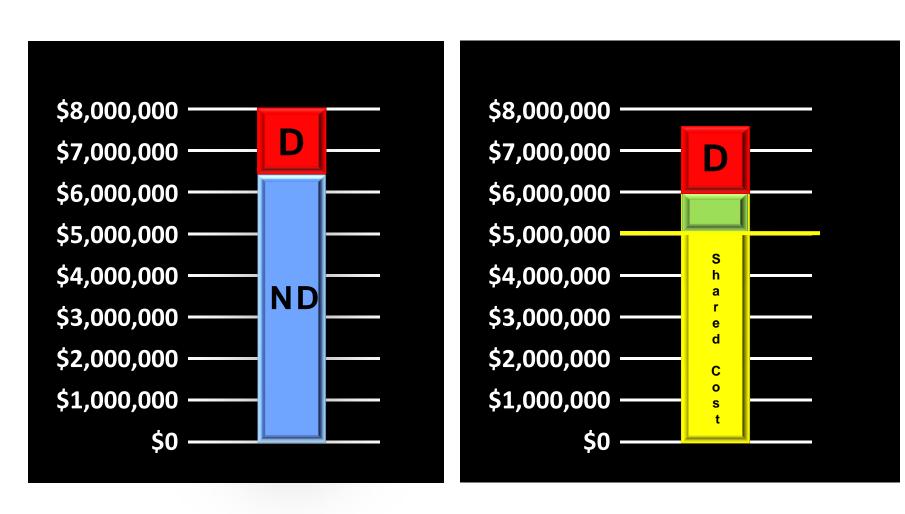
#### FUND 10 SCENARIO #2 EXPLAINED



Added tuition revenue (deductible receipts). Expenses unchanged.

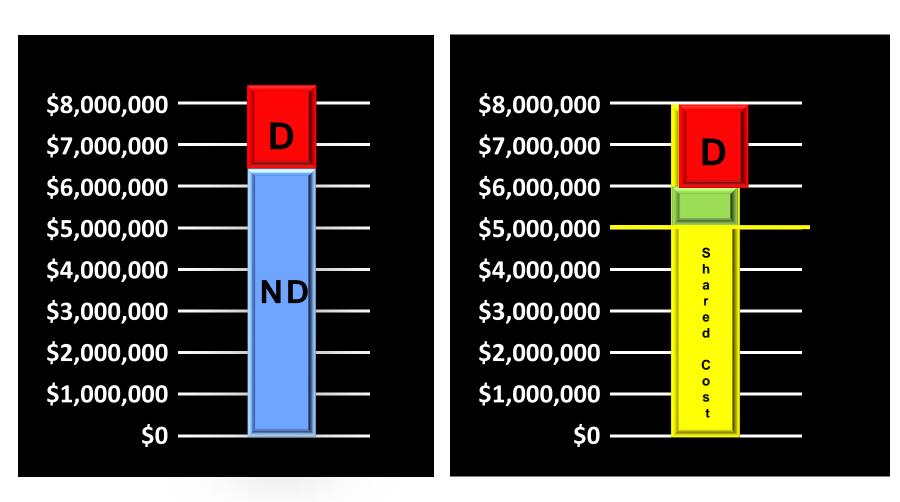
Shared cost is reduced.

#### FUND 10 SCENARIO #3



Scenario #3: Add tuition revenue. Add equal expense.

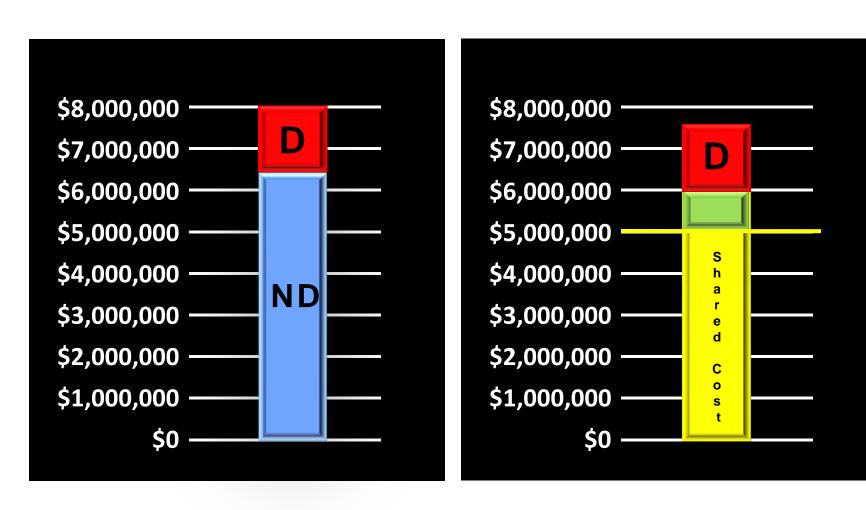
#### FUND 10 SCENARIO #3 EXPLAINED



Added tuition revenue, expenditures increased by equal amount.

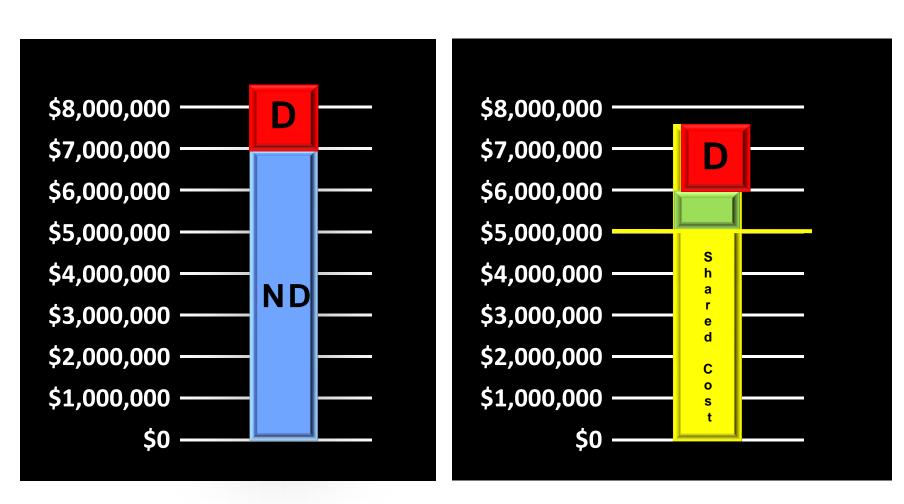
No change in shared cost.

#### FUND 10 SCENARIO #4



Scenario #4: New High Poverty Aid. Don't add any expense.

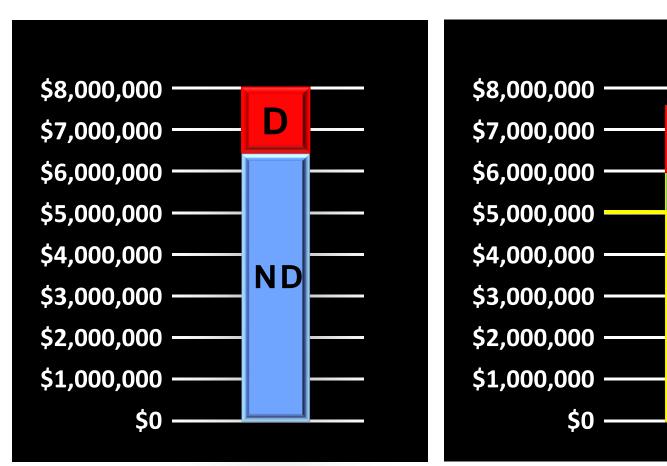
#### FUND 10 SCENARIO #4 EXPLAINED

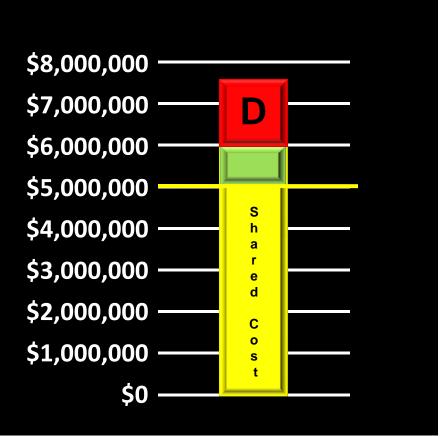


Added High Poverty Aid, deductible receipts unchanged. Expenses unchanged.

No shared cost change.

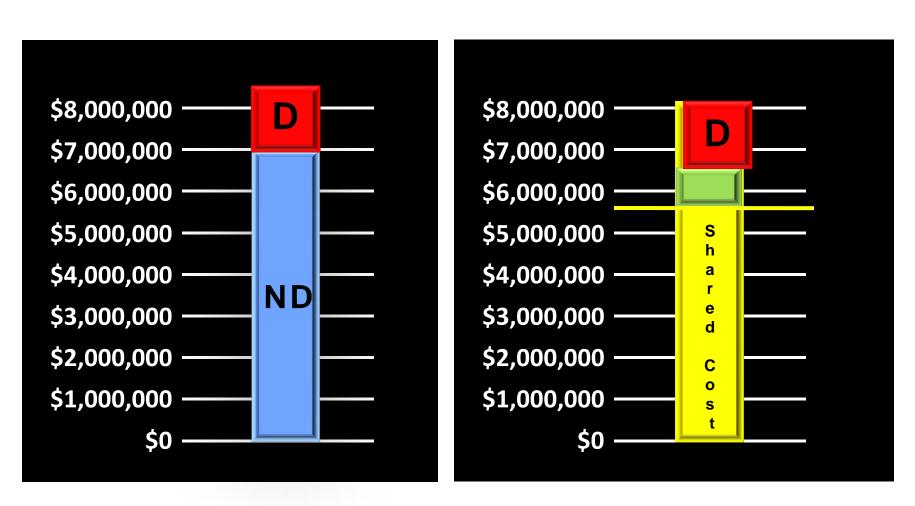
#### FUND 10 SCENARIO #5





Scenario #5: New High Poverty Aid, expenditures increased by equal amount.

#### FUND 10 SCENARIO #5 EXPLAINED



Added High Poverty Aid revenue, deductible receipts unchanged. Expenses increased. Increase in shared cost.

# **EXPENDITURES**

#### **REVENUES**

	No Change	Change Deductible Receipts	Change Non-Deductible Receipts
No Change		<ul> <li>Increase Receipts         <ul> <li>Reduce Shared Cost</li> </ul> </li> <li>Decrease Receipts         <ul> <li>Increase Shared Cost</li> </ul> </li> </ul>	<ul> <li>Increase Receipts         <ul> <li>No Effect</li> </ul> </li> <li>Decrease Receipts         <ul> <li>No Effect</li> </ul> </li> </ul>
Change	<ul> <li>Increase         <ul> <li>Shared</li> <li>Cost</li> </ul> </li> <li>Decrease         <ul> <li>Shared</li> <li>Cost</li> </ul> </li> </ul>	<ul> <li>Chng Recs = Chng Exp         No Effect</li> <li>Net Increase Receipts         Reduce Shared Cost</li> <li>Net Increase Expenses         Increases Shared Cost</li> </ul>	<ul> <li>Chng Recs = Chng Exp</li> <li>SC Change = Exp Change</li> <li>Net Increase Receipts</li> <li>SC Change = Exp Change</li> <li>Net Increase Expenses</li> <li>SC Change = Exp Change</li> </ul>

	WISCONSIN DEPARTMENT O					GUARANTEES FOR FINAL ELIGIBILITY:	K-12	UHS	<u>K-8</u>
- 2	013 WI ACT 46 - OCTOBER CERTIFIC	ATION OF 2013-14	4 GEN	IERAL AID		PRIMARY (G1)	1,930,000	5,790,000	2,895,000
SII	IG 2012-13 MEMBERSHIP, 2012-13 PI-15(	06-AC DATA & 2012	EQU	ALIZED (MAY 20	13 CE	SECONDARY (G6)	1,090,654	3,271,962	1,635,981
	Abbotsford	0007				TERTIARY (G11)	536,519	1,609,557	804,778
								OCT 2013 -	2013 ACT 46
	PART A: 2012-13 AUDITED MEMBERSH	IP		FTE		PART E: 2012-13 SHARED COST - CONTI	NUED	E5 =	7,032,415.08
A1	3RD FRI SEPT 12 MEMBERSHIP* (include Youth 0	(hallenge)		685.00	E6	PRIMARY COST CEILING PER MEMBER			1,000
A2	2ND FRI JAN 13 MEMBERSHIP* (include Youth Cl	rallenge)		686.00	E7	PRIMARY CEILING (A7 * E6)			713,000
AЗ	TOTAL (A1 + A2)	• •		1,371.00	E8	PRIMARY SHARED COST (LESSER OF ES OR E7)			713,000.00
A4	AVERAGE (A3/2) (ROUNDED)			686.00	E9	SECONDARY COST CEILING PER MEMBER			9,092
	SUMMER 12 FTE EQUIVALENT*			27.00		SECONDARY CEILING (A7 * E9)			6,482,596
	FOSTER GROUP + PARTTIME FTE EQUIVALENT			0.00	E11	SECONDARY SHARED COST			5,769,596.00
A7	AID MEMBERSHIP (A4 + A5 + A6) [FOR MILWAUKE	EONLY: (max of A1 or A2) + A	5+A6	713.00		((LESSER OF E5 OR E10) - E8)			
	* Ch 220 Resident Inter FTE counts only 75%.				E12	TERTIARY SHARED COST			549,819.08
	PART B: 2012-13 GENERAL FUND DEDUCTIBLE RECEIPTS (PI-1506-AC DATA)					(GREATER OF (E5 - E8 - E11) OR 0)			
	TOTAL REVENUE & TRNSF IN	10R 000000 000	٠	7,687,323.56					
	PROPITAX + COMPUTER AID	10R 210 + 691	-	1,513,608.94		PART F: EQUALIZED PROPERTY VALUE			
	GENERAL STATE AID	10R 000000 620 + 718	-	4,864,065.00	F1	2012 EQUALIZED VALUE (MAY 13 CERT) + EXEMI	PT COMPUTER VAI		175,598,278
	NON-DED IMPACT AID	(DPI ESTIMATE)		0.00		VALUE PER MEMBER =		246,281	
	REORG SETTLEMENT	10R 000000 850	-	0.00					
	LONG TERM OP BORR, NOTE	10R 000000 873	-	0.00		PART G: 2013-14 EQUAL AID BY TIER: PI	-1506-AC DATA	•	
	LONG TERM OP BORR, STF	10R 000000 874	-	0.00		PRIMARY GUARANTEED VALUE PER MEMBER			1,930,000
	PROPERTY TAX/EQUAL AID REFUND	10R 000000 972	-	228.92		PRIMARY GUARANTEED VALUATION (A7 ° G1)			1,376,090,000
	DEDUCTIBLE RECEIPTS	(TO LINE C6)	=	1,309,420.70		PRIMARY REQUIRED RATE (E8 / G2)			0.00051813
	DADT O SAIS IS HET COST OF SEHED		0.04	-13		PRIMARY NET GUARANTEED VALUE (G2 - F1)	O THE BLOS		1,200,491,722
	PART C: 2012-13 NET COST OF GENERAL FUND (PI-1506-AC DATA)				PRIMARY EQUALIZATION AID (G3 ° G4) (NOT LES	STHANOJ		622,010.78	
	TOTAL GF EXPENDITURES	10E 000000 000 10E 411000 838+839		7,753,742.96		6 SECONDARY GUARANTEED VALUE PER MEMB 37 SECONDARY GUARANTEED VALUATION (A7 * G6)		1,090,654	
	DEBT SRVC TRANSFER	10E 431000 636+633		631,366.71 0.00		,	0)		777,636,302
	REORG SETTLEMENT REFUND PRIOR YEAR REV	10E 431000 350		0.00		SECONDARY REQUIRED RATE (E11 / G7) SECONDARY NET GUARANTEED VALUE (G7 - F1)			0.00741940 602,038,024
	GROSS COST GEN FUND	(C1 - C2 - C3 - C4)	•	7,122,376.25		SECONDARY EQUALIZATION AID (G8 * G9)	J		4,466,760.92
	DEDUCTIBLE RECEIPTS	(FROM LINE B9)	Ť	1,309,420.70		TERTIARY GUARANTEED VALUE PER MEMB			536,513
	OPERATIONAL DEBT, INTEREST	38E+39E 283000 680	•	0.00		TERTIARY GUARANTEED VALUATION (A7 ° G11)			382,538,047
	NET COST GENERAL FUND	(NOT LESS THAN 0)	-	5,812,955.55		TERTIARY REQUIRED RATE (E12 / G12)			0.00143723
	NET COST GENERALT OND	(1401 EE00 HIMIAO)	-	3,012,033.33		TERTIARY NET GUARANTEED VALUE (G12 - F1)			206,939,763
	PART D: 2012-13 NET COST OF DEBT S	FRVICE FUNDS (PL	1506	AC DATA)		TERTIARY EQUALIZATION AID (G13 * G14)			297,432.46
D1	TOTAL REVENUE & TRNSF IN	38R + 39R 000	+	949,300.44		TETTI III E CONTENTI (CIO CIO)			201,402.40
	TRNSF FROM GEN FUND	10E 411000 838 + 839	-	631,366.71		PART H: 2013 ACT 46 OCTOBER CERTIFICATION OF 2013-14 EQUALIZAT			TION AID
	PROPERTY TAXES	38R + 39R 210	-	300,000.00	H1	11 2013-14 EQUALIZATION AID ELIGIBILITY (G5+G10+G15) NOT< 0		5,386,204.00	
	PAYMENT IN LIEU OF TAX	38R + 39R 220	-	0.00		PARENTAL CHOICE DEDUCT, EQUALIZATION AID			0.00
	NON-REV RECEIPTS	38R + 39R 800	-	0.00		PAYMENT TO MILWAUKEE SCHOOL DISTRICT FF		'AUKEE	0.00
D6	DEDUCTIBLE RECEIPTS	(D1-D2-D3-D4-D5)	-	17,933.73		MILWAUKEE CHARTER PGM DEDUCT, EQUALIZA			-78,911.00
	TOTAL EXPENDITURES	38E + 39E 000	٠	1,237,393.26		2012-13 OCT-TO-FINAL ADJUSTMENT, EQUALIZA			-47.00
D8	AIDABLE FUND 41 EXP	(DPLESTIMATE)	+	0.00	H5	PRIOR YEAR (2012-13) DATA ERROR ADJUSTME	NT.		0
DЭ	REFINANCING	38E + 39E 282000	-	0.00	Н6	2013-14 EQUALIZATION AID - 2013 ACT 46 OCTOR	BER CERT. (ROUND	O) (H1+H2+H3+H4+H!	5,307,246
010	OPERATIONAL DEBT PAYMENT	38E + 39E 283000	-	0.00					
D11	NET COST DEBT SERVICE FUNDS		=	1,219,459.53		*** PART I: 2013 ACT 46 OCTOBER CI	ERTIFICATION O	OF 2013-14 GENI	RAL AID ***
					l1	2013-14 SPECIAL ADJUSTMENT AID and/or CHAP	TER 220 AID ELIGIE	BILITY	0.00
	PART E: 2012-13 SHARED COST (PI-1506-AC DATA)			12 A.	. PARENTAL CHOICE DEDUCT, SPEC ADJ AID and/or CHAPTER 220 AID (MPS only)			0.00	
	SHARED COST PER MEMBER =	<b>\$</b> 9,863				MILW CHARTER DEDUCT, SPEC ADJ AID and/or C			0.00
E1	NET COSTS: GEN + DEBT SERV FUNDS	(C8 + D11)	+	7,032,415.08		2012-13 OCT-TO-FINAL ADJUSTMENT, SPEC ADJ			0.00
E2	COSTS OF LAWSUIT AND/OR INDIGENT TRANS	PORTATION	-	0.00		2013-14 SPEC ADJ AID and/or CHAP 220-2013 AC			0.00
<b>E</b> 3	IMPACT AID NON-DEDUCTIBLE		-	0.00		2012-13 OCT-TO-FINAL ADJUSTMENT, CHOICE/C			1.00
	TOTAL SHARED COST FOR EQUALIZATION AID		=	7,032,415.08	*15	2013 ACT 46 OCTOBER CERTIFICATION	OF 2013-14 GE	NERAL AID (H64	5,307,247

THIS IS THE CERTIFICATION OF GENERAL AID FOR THE 2013-14 FISCAL YEAR AS REQUIRED BY 2013 VISCONSIN ACT 46

DISTRICTS ARE REMINDED THAT THE 2013 ACT 46 OCTOBER CERTIFICATION OF GENERAL AID MUST BE USED WHEN SETTING THE FALL 2013 LEVY.

COMPUTATIONAL DETAILS EXPLAINING THE NUMBER FOUND IN LINE II, IF GREATER THAN 0, CAN BE FOUND ON THE "BREAKDOWN OF LINE II" TAB IN THIS WORKBOOK.

COLOR-CODING WILL ASSIST DISTRICTS IN IDENTIFYING WHICH AMOUNTS ON PAGE 2 WERE SUMMED TO ARRIVE AT THE NUMBERS APPEARING ON THIS PAGE.

#### Erin Fath Michele Gundrum

#### ODDS AND ENDS ...

### COUNTING PART TIME PUPILS

### 2013 Act 20 – change to counting part-time pupils :

- District of attendance may count <u>non-resident</u>, <u>home-schooled</u> pupils enrolled part-time
- Different method to count resident vs. non-resident part-time pupils

Pupil comes from:	RESIDENT	NON-RESIDENT
Home School [All grades]	# PT Pupil Hours / FT Hours for Grade = FTE	0.25 FTE per course (max of 2 courses)
Private School [Grade 9-12]	# PT Pupil Hours / FT Hours for Grade = FTE	Cannot be counted

### 2013 Act 20 modified state law with regard to the Energy Efficiency (EE) Exemption to the Revenue Limit:

- Permits districts to use a State Trust Fund Loan to borrow for a project
- For districts that utilize the EE Exemption to borrow funds for an eligible project:
  - 1. Debt service payment for Line 10C = CY payment
  - If district's utility costs are measurably reduced as result of the project, <u>board must use the savings to retire</u> <u>the bond</u>, note or State Trust Fund Loan.

#### Putting the law change into practice

- This provision first applies to an EE resolution passed by a school board on or after July 2, 2013 (e.g., for the 2013-14 school year).
- 2013-14 is the first year in which a review of measurable savings could be conducted
- 2014-15 is the first year in which a school board could use the savings to retire the debt (e.g., pay down "extra" – in the amount of the measured savings – on the outstanding debt).

#### There is no "grandfather" clause ...

- If a board claimed the EE exemption in 2013-14, it must review 2013-14 for measurable cost savings and apply measured savings towards the 2014-15 debt service payment
- This provision applies REGARDLESS of when a district started a project, however ...
- The review first begins in 2013-14, therefore, districts do not have to look back *prior* to 2013-14 to identify measurable savings to pay down the debt.

### Cost savings review must be performed annually (e.g., just like the resolution to claim the exemption):

- Can a district increase it's EE exemption to levy for the amount it must pay down from review of prior year's savings?
- Must a district reduce it's EE exemption by the amount it must pay down from review of prior year's savings?

#### NO

 Districts that are already mid-project, or considering a multi-year project must think through the financial implications of this law change.

## DPI is working to provide more detailed guidance for districts

#### **WATCH FOR UPDATES:**

- ListServ (SFS Bulletin)
- The EE Exemption website: <a href="http://sfs.dpi.wi.gov/sfs\_enrgyrevlim">http://sfs.dpi.wi.gov/sfs\_enrgyrevlim</a>
- Admin. Rule PI-15 will be updated

### SINGLE AUDITS

- Single audit reports are due at the same time as a district's other financial statements.
  - Due December 2

# PROFESSIONAL DEVELOPMENT AND TRAVEL

### Tuition

- Object 291 Reimbursed to employee
- Object 310 Paid directly to college or university

### Conference Registration Fees and Travel

- Object 310 Registration fee paid to vendor
- Object 342 Travel for Conference

### Function

- 221300 Instructional Staff Training
- 264400 Non-instructional Staff Training

### HRA FOR RETIREES

### Prefunded - Two options

- Valued in Study Object 218, allocated with rest of OPEB
  - At retirement, district will put \$1,000 into an HRA for each year worked, but does not put the full \$1,000 into the trust every year
- Fully funded when earned Object 219
  - District puts away \$1,000 in each year an employee works for use at retirement. The full \$1,000 is funded every year and allocated in account to the employee. No liability and will not be valued in the actuarial study
  - MUST GO INTO IRREVOCABLE ACCOUNT
  - MUST BE ALLOCATED

### PREFUNDED RETIREE BENEFITS

#### Shared Costs

- Must go to an irrevocable account to be counted as an expenditure
  - OPEB Trust
  - HRA account (custodial agreement must be irrevocable)
    - District CAN'T get money back
    - Expenditure in following year is reduced if there are forfeitures
      - NOT REVENUE TO A DISTRICT No revenue is recorded. Expenditure is less in following year.

# ACTUARIAL VALUATIONS - ALL DISTRICTS

- Give actuary ALL details of the plans. Start process early!
  - Retirees pay vendors directly and still on your plan, tell your actuary!
- GASB requires OPEB valuation every 2 or 3 years, or sooner if district has a significant change in benefits.
  - 2 years for 200 or more plan members
  - 3 years if fewer than 200 plan members
- GASB requires Pension or Supplemental Stipends valuations every 2 years regardless of the number of plan members
  - Some actuaries value OPEB and Pension at the same time for cost efficiency. District may do new study every two years.

### PI-1202 REPORTING

#### Benefits

- ALL 200 object codes!!
- Cash in lieu of benefits is a 290 object code
- All prefunded retirement benefits are allocated to active employees and must be included in the 1202 Report - In general, all 21X should tie to active employees
  - WRS
  - OPEB Trust Contributions
  - TSA Contributions
  - HRA's that are fully funded in the year earned
  - Any other active employee benefit

### THANK YOU!!

### We are here to help ... call us!

Bruce Anderson, Consultant	608-267-9707
Carey Bradley, Consultant	608-267-3752
Dan Bush, Consultant	608-267-9212
Karen Kucharz, Consultant	608-266-3464
Gene Fornecker, Auditor	608-267-7882
Michele Gundrum, Auditor	608-267-9218
Brian Kahl, Auditor	608-266-3862
Erin Fath, Asst. Dir.	608-267-9209
Bob Soldner, Director	608-266-6968